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CONFIDENTIAL

MINUTES

OTR STAFF MEETING

Tuesday
26 Jan 54

Document No. 006

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 7 Feb 78 By: ORR

Attendance:

Mr. Baird, D/TR

25X1A

25X1A

Comment:

Mr. Baird again commented on the desirability of having regularly represented at the staff meetings.

25X1A

Human Resources Program and supervisory responsibilities

D/TR reflected on the philosophy of the Human Resources Program. He emphasized the necessity for supervisors to insure communications up and down the line. It is a particular responsibility of OTR staff and division chiefs to take back to their organizational groups the matters discussed and decisions reached at OTR staff meetings. Informing subordinates is the best means of counteracting erroneous rumors and misinformation.

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was requested to establish appointments with D/TR as a regular EOD procedure for all new OTR personnel. Similarly, Mr. Baird will meet with all employees prior to leaving OTR.

Recommendation of the CS Committee

In an attempt to make the nomenclature more meaningful the CS Training Committee has recommended that the following titles be identified with the respective phases of the present basic training program:

- Phase I. Orientation
- Phase II. Clandestine Methods and Techniques
- Phase III. CIA Clandestine Operations

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It was further recommended that the name of the Basic Training Program be changed to Clandestine Services General Training Program. Agreement was reached that the new titles would be as identified above for Phases I. and III. with Phase II. being called CS Methods and Techniques.

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[REDACTED] was requested to see that this information was properly announced. It is probable that the new identified titles can be worked into the announcement of revised Phase III. This is to be released soon.

Training request form

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[REDACTED] reported on the objections of the Security Office to listing course titles in their present form. Among other things, the Security Office had recommended that these courses be identified as for the purposes of "training and study". [REDACTED] is to resolve this problem with the assistance of Mr. [REDACTED] and [REDACTED]

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OTR TO

25X9

It was reported that the separate TO proposals from divisions and staffs totalled [REDACTED] excluding 4 slots which DD/TR considers advisable for adding an editorial staff to OTR. The present ceiling, including [REDACTED]

25X9

Mr. Baird stated that OTR cannot afford to maintain specialists. All of us must be capable of doing several things within the organization. One of the most important contributions to OTR and to the Agency is the ability to develop doctrine. Both D/TR and DD/TR anticipated increasing requests placed upon OTR for services of instructors on a TDY basis for numerous overseas duties.

Manuals

25X1A

[REDACTED] reported that [REDACTED] of the PM Staff had recommended that OTR complete 4 manuals on which the preliminary work had been done by the PM Staff. These manuals cover the following topics: guerrilla warfare, [REDACTED] and an overseas training guide. Mr. [REDACTED]

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[REDACTED] agreed that this was an OTR responsibility. He also announced that OTR must produce manuals on caching, [REDACTED] stay-behind operations, [REDACTED] (which is already in good shape) and a revision of the BAT manual. Other manuals need to be completed along the lines of [REDACTED]'s work in the PP field. Of the above, a first priority is the BAT manual.

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Weekly progress reports

Mr. Baird commented on the lack of uniformity of the weekly progress reports in terms of furnishing useable information.

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OTR [REDACTED] visit

[REDACTED] announced that an OTR visit has been arranged for 9 February. This is primarily for Division and Staff chiefs and principal assistants whose OTR work can be improved by an overall knowledge of the facilities available [REDACTED]. The Director of Training stressed the need for security precautions, particularly with regard to location of the site.

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Lesson folders

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Mr. [REDACTED] reported on the present status of lesson plans. The increase of 10% which Mr. Baird had established as a progress goal for successive staff meetings was not attained. [REDACTED] reported that a number of lesson plans are in transit [REDACTED] were particularly asked to comment on the status of lesson plans at the next staff meetings.

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Management Course A.

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[REDACTED] made a brief report on Management Course A. This was the pilot offering.

Instructors' time for training evaluation procedures

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[REDACTED] made a few comments on this topic. No decisions were reached.

In response to a question from [REDACTED] 25X1A
TO's, Mr. Baird announced that [REDACTED]
would screen rather critically the existing proposals before re-submission
to [REDACTED] and Mr. Baird for final approval. [REDACTED] and 25X1A
Mr. [REDACTED] stated that [REDACTED] be present when their respective
division TO's were being considered.

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